

Muhammad Abrar Ali Bhatti

House #10, Street No. 03,
Akram Park, Ghalib Market, Lahore
Cell: +92 333 9978087

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Procurement and Admin Officer

Dear Sir,

With reference to your vacancy announcement ("Procurement & Admin Officer"), I want to apply for the procurement officer position. Since October 2014 to date I have been working as Administration and Procurement officer for the Implementation of Social Standards Support Programme (ISSSP) of GIZ, funded by the Federal Foreign Office. I am very familiar with administrative, logistics support and financial procedures according to the Federal Foreign Office's requirements and O+R. I am a motivated, loyal and dedicated admin and procurement officer. The results of two internal audits and rare objections in our error sheets reflect the accuracy of my work.

In the meantime, I took over the administration management responsibilities for the country component of a regional programme (SLSG) funded by BMZ and performed my duties as admin & procurement officer for both programmes successfully. I have ability to work under pressure and meet all official duties and deadlines. Additionally, I am working as HR, IT and Security focal person. As an HR, IT & Security focal person I always keep the team aware about the organizational policy and matters. I also supported to programme manager in recruitment process of national personals.

I want to apply for this post because it gives me the chance to overview a bigger budget and it will increase my scope of responsibility. As my family lives in Islamabad, it would furthermore allow me to take good care of my family.

I am forwarding my resume through which you can gauge my abilities. I hope you will consider me for this post.

Yours sincerely,

Muhammad Abrar Ali Bhatti

MUHAMMAD ABRAR ALI

S/O Abdul Sattar Bhatti CNIC: 12101-0959578-7 Passport No.: AX3175782 Nationality: Pakistani
DOB: June 12, 1981 Domicile: Dera Ismail Khan (KPK)
D.I.Khan Address: Abrar Ali, H # C – 185, Mohallah Toyana Wala, Dera Ismail Khan – Pakistan
Lahore Address: Abrar Ali, H # 10, St # 03, Akram Park, Ghalib Market, Lahore – Pakistan
[M] 0333 9978087 [E] abrarali81@hotmail.com, abrarali_81@yahoo.com

OBJECTIVE

To contribute to organizational goals through teamwork, diligence and continuous learning suite

SUMMARY OF STRENGTHS

- **Financial Management Accounts/Bookkeeping**, Cash Management, **Budgeting, Forecasting** and **Financial Reporting**, salaries disbursement and Income Tax Calculation, Deduction and Submission, Monthly Expenditure and Bank Reconciliation Analysis and have knowledge of accounting software's
- **Office Administration**, Supervision and communication Coordination (Internal & External Correspondence, data management, filing system, security arrangements, office maintenance, etc.)
- **Logistics and Procurement Management** (Inventory Mgt, warehouse mgt, PR, Quotations, CS, PO, GRNs, stock register, Hotel Reservation, Meetings, Trainings or Workshop etc.) (Fleet mgt & maintenance, Air Ticket reservation and visa process)
- **HR administration** (Contract's process and time sheet, leave record, overtime, recruitment & selection & coordination)
- Information and Communication Technology (Ms. Office, Internet, LAN/WAN, Databases, Web Designing, data backups)
- Systems and networks analysis, design, configuration and implementation. Experienced in usage of Internet and educational software. Understanding of networking products and good installation of hardware and software and troubleshooting skills with LAN cabling, Servers, Printers and other peripherals.
- Interaction with end users to provide technical support.
- **Team working** and working to **strict deadlines**, Excellent oral and written **communication skills**
- Self-motivated, flexible and strong ability to motivate & mobilize the team.

RELEVANT EXPERIENCE

Oct 2014 – Present

GIZ Pakistan (LSP, FABRIC, IWaSP, ISSSP, ISSSP-II and SLSG Programme)

Administration & Procurement Officer

Administration

- Responsible for organizing administrative and logistical aspects of project activities (meetings, workshops etc.), while meeting the needs of the office independently, with a minimum of intervention;
- Ensures that computers, software and communication systems function properly
- Inventory Management: Monitors the availability of accessories and stocks and carries out procurement in accordance with guidelines; track of inventory and consumable materials
- Ensures all vehicles are maintained and GIZ policy for vehicle usage is followed and vehicle logbooks are maintained according to GIZ O&R and ensures complete maintenance and recovery & invoicing of private kilometer (KM) Usage, generator and vehicle fuel consumption check
- Ensures the handing over of items takes place in accordance with GIZ O&R and record is kept properly and reporting all problems with administration compliance without delay and treating information confidentially;
- Responsible for keeping the office premises well maintained and functional in all respects;
- Keeps updated and current on changes in administrative procedures and processes through regular interactions with GIZ Country Office;
- National and international staff travel coordination
- Management of Service agreements like printer, photocopiers, etc.
- Effective supervision of support staff reporting and Prepares and monitors the driver and support staff duty rosters.
- manages confidential files, specifically in the areas of personnel and finance
- Follow on office lease agreement

Procurement

- Supports and monitor the procurement processes that ensure Program effective ability to procure and deliver quality goods and services according to Program needs (within the Program limits defined by the Country Office; negotiates costs, inspects delivery etc.)
- Ensures transparent bidding processes and effective competition in accordance with GIZ PuR
- Liaise with/guide the end users on the development of TOR/Specifications for procurement documents and ensures timely preparation of quality procurement documents
- Keeps database on service/goods suppliers and conducts regular search for alternatives
- Provides required specifications of items and other details for procurements to the program office and-or to the Country Office
- Receives and checks delivered materials and advises suppliers of defective goods delivered, arranges necessary follow-ups until finalization
- Checks invoice, delivery receipts and other papers before submitting them to finance team for payment
- Ensures availability office supplies at all times

- Ensures that the documentation for contracts and procurement issued by Program or Country Office are complete and in line with GIZ filing systems and regulations
- Informing management on time about the status of procurement, particularly in the event of delays; also, if it's required on deemed to follow the GIZ PuR
- Coordinating effectively with colleagues in administrative division and with procurement section in Country Office as well at Head Office
- Arranges for the safe transfer of goods to their destinations
- Follow up with the Country Office for contracts and procurement of goods

Finance

- Review of vouchers, invoices and travel claim settlements and helps prepare programme budget planning, helps monitor expenses in accordance with the budget
- Ensures completeness of vouchers and verifies and requests release of payment
- Carries out cash payments against receipts and maintains cash book in accordance with GIZ rules & regulations and donor agreements (rules & regulations)
- Handling petty cash, income and payments on daily basis
- Enters all payments into the financial software (WINPACCS – cash/bankbook)
- Ensures proper management of tax deduction/payment according to the legislation of Pakistan; prepares and submits the tax related documents to relevant authorities
- Checking and ensuring fund requests, fund transfers, invoice processing, cash and bank transfers in a timely manner and according to GIZ standards
- Ensuring timely submission of project's monthly accounts to GIZ Country Office (CO)
- Monitoring payments for services / procurement / contracts issued by the program and CO
- Manages files in accordance of GIZ filing system
- Prepares invoices for payment of private use of office vehicles and private telephone calls on monthly basis
- Office Administration, Procurement Coordinator, Event Management, Transport & Travel Management, IT Management & Focal Person, Risk Management Focal Person, HR Related Support, Inventory Management

Jan 2013 – Apr 2014

Solidar-Switzerland (Livelihood & Irrigation Channel Project)

Admin & Finance Administrator

March 2012 – Dec 2012

Solidar-Switzerland (ORS & WASH - ECHO Project)

Operations Officer

May 2011 – March 2012

Solidar-Switzerland (Livelihood Project)

Admin and Logistics Assistant

- Working with partner / Implementing organizations on their budget's preparations, review in line with overall grant budget. Preparing the cash and bank voucher invoices with proper documentation, proper utilization of cash (Cash Management) accordingly the specified budget on monthly basis. Bank correspondence and reconciliation.
- Overseeing Office management, compliance with organization's rule and regulations
- Procurement and Warehouse Management (Ensure accurate and proper procurement of all needed material, proper invoices for cash, bank and Cheque payment and check supporting documents etc.)
- Maintaining the staff attendance and leave records and send to head office for salary disbursement and record
- Preparation of health and life insurance claims and records of insurance documents
- Maintaining inventory of all office equipment, furniture and stationery
- Oversee Fleet management, including check on log of vehicles, timely routine maintenance, reviewing consumption analysis and preparation of Cheque for rental vehicles.
- Logistical arrangements for interviews, meetings and trainings
- Maintaining filing system including contract files, in and out correspondence, etc.
- Booking and confirmation of any travel arrangements for staff
- Ensure cleanliness of office at all times and provision of cleaning materials
- Responding during emergencies, thefts or any other threat
- Information and Communication Technology (Ms. Office, Internet, LAN/WAN, Database mgt with data entry analysis and reports). Systems and networks analysis, design, configuration and implementation.

Jan 2010 – Dec 2010

GTZ- German Technical Cooperation (Education Project), Lahore

Finance and Administration Officer

- Maintained the project related **Accounts**; forecasting, planning and financial reports and maintained inventory in WINPACCS and Responsible for overall **office administration**.
- Managed complete accounts and financial statements as per project requirements like Vouchers, cash book, bank book, **bank reconciliation**, cash flow statements, ledgers, trial balance, receipt and payment accounts etc.
- Compute **overtime** and **TA/DA claims** of project staff/counterpart staff as per GTZ rules and regulations.
- Managed Project Level **procurement** of different types of Inventories, stationeries and office supplies.
- Management of the **filing system** of the office, keep control **staff attendance sheets** and **leaves record**, also disburse the salaries invoices of staff at the end of each month and send to Head Office. Evaluate Job appraisal/job performance of the staff.

- Keep the inventory record for project, taking care and follow up for proper maintenance. Maintain and update list of inventories. Maintain requisitions for procurement of Inventories, office supplies and consumables to the project office.
- Supervise the support staff, check and maintain the **vehicle scheduling** and maintenance **logbooks** in all respect.
- Handle issues pertaining to GTZ Medical Policy and submit the medical claims in a timely manner.
- Assist and take responsibility for the delivery and collection of document/parcels from and to government bodies, embassies etc.
- Make hotel, air ticket reservations, vehicle and other arrangements. Establish and update the index of and data of hotels / guests houses and general contact addresses, phone /fax numbers and e-mails regularly.
- Provide support during various workshops, meetings, reviews. Provide secretarial support as and when required.
- Assists in and / or carry out other tasks as assigned.
- Assist in training workshop to colleagues in pre-work, preparation, logistics arrangements and compilation of reports, workshops findings and feedback etc.
- Assist in preparing budget breakdowns for all activities within the work plans.
- **Backstopping Computer Hardware and Software, maintenance of computers (Installation of new hardware and software, Networking problems LAN / WAN, Internet surfing, Graphics Design and composing etc.)**
- Handling the computer and photocopier (including composing, writing and photo-copying of any work given). To keep the entire office equipment like computers, Laptops, printers, ups and photocopiers, Telephone exchange etc. in working condition and make arrangement for repair and service on due date or asked for.

April 2007 – Dec 2009

GOPA- German Organization Planning & Administration (Education), Lahore
Finance, Administrator and IT Officer

- Responsible for project related budgeting, forecasting, financing and reporting and cash management
- Managing complete accounts and financial statements as per project requirements like proper voucher, cash book, bank book, bank reconciliation, cash flow statements, ledgers, trial balance, receipt and payment accounts etc.
- Calculate TA/DA, Overtime and payment. Maintain petty cash book. Management of the filling system of the office, and control staff attendance sheets and leaves record, also disburse the salaries invoices of staff at the end of each month and send to Head Office Germany. Evaluate Job appraisal/job performance of the staff.
- Keep the inventory record for project, taking care and follow up for proper maintenance.
- Overall management of the Office, including hotel/ air reservation, vehicle scheduling and maintenance, organize seminar and workshops etc.
- Organize and manage logistics for various events relevant to project activities like trainings, workshops, seminars, meetings etc. Budgeted, planned and evaluated Training/Workshop activities like Inventory of Support Learning, PTA, SWOT, TRG and impact chain in Punjab including trainings for DTEs, ADOs, Teacher and Admin-Finance regarding finance and administration.
- Responsible for the correspondence with Government, Donors Agencies and internal organization.
- Backstopping Computer Hardware and Software, maintenance of computers (Installation of new hardware and software, Networking problems LAN / WAN, Internet surfing, Graphics Design and composing etc.)
- Handling the computer and photocopier (including composing, writing and photo-copying of any work given). To keep the entire office equipment like computers, printers, ups and copiers, etc. in working condition and make arrangement for repair and service on due date or asked for.
- Accept other tasks assigned by the Team Leader and Training Expert.

April 2006 – March 2007

MaN Enterprises - Engro Foods (FMCG), Peshawar
Assistant Admin-Finance & IT Manager

- Maintained accounting records. Prepared the cash flow and expenditure forecast, trail balances, income & Expenditure statement, balance sheet, on monthly, quarterly and annual basis.
- Prepared bank reconciliation statement at the end of the month or when it is needed
- Prepared budgets, reports, variances and procurements of organization. Management of the filling system of the office.
- Prepared all types of Cheque including Salary Cheque and prepared salary demand sheet at the end of the month for the staff. Checked and calculate the overtime of all the related staff.
- Managed the Database Software
- Overseen Purchases and Sales Analysis and reporting
- Managed procurement for the organization
- Overall management of the organization, including hotel/ air reservation, vehicle scheduling and maintenance.
- Checked the vehicles, maintained record and logbooks in the end of each month.
- Trouble Shooting and debugging of the office computers and Maintained Computer Hardware and Software (Installation, Networking LAN / WAN etc.)

Jan 2006 – Feb 2007

MaN Enterprises - Telenor Telecommunication Franchise, Peshawar
Customer Relation & Data Management Officer

- Maintained the accounts of the office.

- Customer Services & Orientation (Customer Problems, Sales of Sims)
- Inventory Management (Like Prepaid, Postpaid, Easy load & Blank Sims and Scratch Cards, Posters and other samples.)
- Overseen Purchases and Sales Analysis and reporting
- Database Management (Records of Sims data and Forms Data and Accounts)
- Maintained staff timesheets and leave record and Provide support in recruitment and facilitate the staff and management in the performance management and appraisal process. Supervise clerical staff e.g. Receptionist, computer operator etc.
- Overall Administration & Management of the office.
- Procurement of computers, accessories, office equipment's and stationery.
- Trouble Shooting and debugging of the office computers and Maintained Computer Hardware and Software (Installation, LAN / WAN Networking etc.).

Oct 2005 – Jan 2006

ESDP / GTZ (Education Sector Development Programme / German Technical Cooperation) Peshawar
IT Instructor

- Training of PITE and RITE's Instructors according to National Curriculum of Computer Science and IT for class 8th to 12th and in the use of Microsoft Office User System (MOUS)
- Training of PITE's Ministerial Staff in the use of Microsoft Office User System (MOUS)

Jan 2004 - Sep 2005

Petroman Training Institute of Computer Learning, Dera Ismail Khan
IT Lecturer & Computer Lab Incharge

- Served as IT Professional for ICS, DIT, Short Courses (MOUS and Hardware) Student in the following subjects: -
 - Algorithm & Data Structure, C, HTML, Java, E-Commerce, Oracle, Visual Basic, Accounting etc.
 - Operating System (DOS, Win-98, 2000, XP, Linux)
 - MS-Word, Excel, Power Point, Access, Internet.
- Maintained the Accounts and Management records of Petroman Training Institute, also managed the Students Problem, Employees Problem.
- Managed the Computer's Networking (LAN, WAN)
- Installation of New Hardware and Software
- Troubleshoot the Hardware and Software problem
- Managed the Group timing of Students for practical.

Sep 2001 - May 2003

Govt. High School No. 1, Dera Ismail Khan
IT Instructor & Lab Incharge

- Taught the Computer Subject to class students of 6th, 7th, 8th, 9th and 10th.
- Planned the Course outline of Computer Subjects for the Students.
- Also managed the Students record and Accounts Information System.
- Maintained Computers in regards; Installation of Hardware and Software and Resolving the Networks problems.

EDUCATION

2002 - 2004	MCS (master's in computer science) <i>Gomal University, Dera Ismail Khan-Pakistan</i>
1998 - 2000	B.Com (Bachelor of Commerce) <i>Gomal University, Dera Ismail Khan-Pakistan</i>
2000 – 2001	DIT (Diploma in Information Technology) <i>Board of Technical Education, Peshawar</i>
2007 – 2008	MCSE (Microsoft Certified System Engineering) <i>CORVIT System, Lahore</i>
2013	ERP-Oracle Financial R12 Functional (Essentials, GL, AP, AR) <i>OraNet, Islamabad</i>
In Process	MBA-Finance (master's in business administration) <i>Virtual University of Pakistan</i>

TRAININGS / CERTIFICATES

Negotiation Skills from AIZ Institute Bangkok
 Training on Procurement & Contracting from AIZ Institute Bangkok
 Online Training Course on Procurement of Materials and Equipment
 Online Training Course on Contracts for Local Consulting Services
 Online Training Course on Local Subsidies
 Certificate on Code of Conduct
 Commission Management Principles Procedures and instruments

REFERENCES

- Ms. Romina Kochius, Principal Advisor, GIZ, Lahore, 0302-8563391 (Romina.kochius@giz.de)
- Mr. M. Kamran Kashif, Component Head, FABRIC, Lahore, 0300-6828110 (muhammad.kashif@giz.de)
- Ms. Tara Brett, Admin & Finance Coordinator, Solidar, Islamabad, 051-8432091(tara.brett@solidar.ch)
- Mr. Zulfiqar Ali, Programme Manager, Relief International, Islamabad, 0300-9594928
- Mr. Asad Ullah Khan, Project Coordinator, GIZ, Peshawar, 0315-9595293 (asad.ullah@giz.de)